



CITY OF ATLANTA

Job Announcement

AVIATION OPERATIONS REPRESENTATIVE (D)*

STARTING SALARY: \$44,914
Salary Grade 23

Applications Accepted From: September 26, 2005 until October 21, 2005

Minimum Job Requirements**

Persons applying must have graduated from an accredited college or university with a bachelor's degree in Airport Administration, Aviation Management, Business or Public Administration, or a closely related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Must have two years of airport operations experience which involves extensive Federal Aviation Administration Part 139 experience; or have five years of professional experience in airport operations which includes two years of supervisory experience. Requires the possession of a valid Georgia driver's license at the time of employment.

Duties of the Job:

This employee inspects and supervises activities involving aircraft operating areas, including runways, taxiways and ramp areas in the enhancement of aviation safety and passenger travel; monitors ongoing activities related to airport security to insure compliance with Federal Aviation Regulations; assumes direct responsibility in the absence of the General Manager or Deputy General Manager for the coordination of incidents of bomb threats and hijackings; coordinates the removal of disabled aircraft from runways and taxiways to minimize operational downtime; implements and directs the Disaster Response Plan in the event of an aircraft disaster; monitors the issuance of all airport identification cards and security badges; enforces the provisions of the City's lease agreement with airlines and tenants; etc. This work involves exposure to extreme noise levels, moving aircraft, inclement weather, emergency situations; shift and weekend work.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107 Atlanta, GA 30303-0306.

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

APPLICANTS WHO MEET THE MINIMUM REQUIREMENTS FOR THIS POSITION WILL BE FORWARDED TO THE APPROPRIATE DEPARTMENT FOR EMPLOYMENT CONSIDERATION. THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM MOST APPROPRIATE FOR THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.

PERSONS MUST ALSO SUCCESSFULLY UNDERGO A FEDERAL BUREAU OF INVESTIGATIONS FINGERPRINT BASED CRIMINAL HISTORY RECORDS CHECK PRIOR TO ASSUMING THIS POSITION.

POSITIONS MAY ALSO HAVE TO OBTAIN PRIOR TO AND MAINTAIN SECURITY CLEARANCE TO THE RESTRICTED AREAS OF THE AIRFIELD AND TERMINAL 09/23/05

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